

## **VII. Notifications to SCL and Community Providers by Residential Providers**

The DMH contract with residential providers (nursing homes, residential care facilities, psychiatric group homes, apartment providers) requires that they notify SCL of significant consumer events. It is also imperative that the residential provider notifies the community provider responsible for clinical care. The specific client events that must be reported are below.

- A. The residential provider is responsible for notifying the community provider which, in turn, is responsible for notifying SCL for the following events:
  - 1. Hospitalization of a SCL client.
  - 2. Any time a client becomes seriously ill or shows deterioration in her or his psychiatric condition.
  - 3. Any change in a client's financial resources (e.g., loss of SSI or Medicaid; begins a job, etc.)
- B. The residential provider is responsible for notifying both the community provider and SCL for the following events:
  - 1. Any time there is an allegation or suspicion of client abuse, neglect, or a violation of client's rights;
  - 2. Any time a client leaves the facility without permission or cannot be found;
  - 3. Any injury of a client;
  - 4. Death of a client; and,
  - 5. Fires in any client residence, including suspected arson by clients.
- C. The residential provider is responsible for providing the client/guardian with the telephone number of the DMH Office of Consumer Affairs to use for expressing a serious complaint. The residential provider should note any such complaint in a separate record.

## **VIII. iiTs Reporting**

The residential provider is responsible for reporting incidents or complaints of abuse, neglect, and misuse of funds/property of DMH clients in any residential facility or treatment program that is licensed, certified, or funded by DMH. The incident or complaint needs to be reported by completion of an Incident and Investigation Tracking System – Report Form (DMH-9719 MO 650-8360 [9-98]) (iiTs form). The iiTs report needs to be sent to the SCL Director's office by the first business day following the event. The SCL Director will determine what action needs to be taken.

## IX. Supported Housing Guidelines

- A. Clients are required to apply for Section 8 housing, food stamps, Medicaid, Social Security Disability, and Supplemental Security Income.
- B. A client can live with any person(s) she or he chooses.
- C. Supported housing provides financial assistance for rent but not for mortgages.
- D. The client must meet SCL eligibility requirements to be in SCL Supported Housing. Clients are required to use Section 8 housing if it is available. Clients are not required to use public housing.
- E. If the client does not choose public housing, and Section 8 is not an option due to waiting lists or lack of units, the client may be referred for an SCL Housing Voucher. Note: SCL Housing Vouchers are considered to be transitional funding for supported housing. Once Section 8 becomes available, the client must accept the HUD resource. Therefore, it is in the benefit of the client that the landlord is willing to accept rental subsidy from HUD as well as DMH.
  - 1. HUD guidelines include the number of bedrooms for the number of people, amount of rent plus utilities. Information regarding this can be obtained from the local housing authority.
  - 2. The housing should meet the Section 8 guidelines for physical structure. There must be an inspection to determine if the physical guidelines are met. If a contract agency does the inspection following prior approval from SCL, the fee for this inspection will be covered by SCL; a copy of the bill needs to be sent to SCL.
  - 3. Under the Housing Voucher program, the client is required to pay 30% of his/her adjusted gross income toward the rent, with DMH paying the balance. The SCL office will compute the client portion. If actual rent exceeds the limit set by the regional SCL office, the client is required to pay the amount above the limit.
- F. Community provider staff may request funds for startup expenses for new supported housing clients by including this information on the Notice of Placement form. Limits on startups are established by each SCL region. Allowable uses for startup funds include the following:
  - 1. Deposits for utilities (water, electricity, gas, telephone, trash collection and sewer).
  - 2. Outstanding utility bills.
  - 3. Rent deposit (a maximum of one month's rent).

4. Furniture, utensils, linens, cleaning materials and supplies.
  5. Additional funds for groceries and personal allowance for the first month in supported housing.
  6. Other items based on individual needs. Unusual expenses should be pre-approved by SCL.
- G. In addition to the other items required in the referral packet, a copy of the lease must be included in a referral for supported housing.

## **X. Summary of Forms for SCL Procedures Manual for Community Providers (Version 1.0-R, August, 2004)**

<b>Form</b>	<b>Who completes?</b>	<b>When completed?</b>	<b>For which clients?</b>
1. SCL Face Sheet (Draft 08/04/04)	community provider	referral; placement; transfer	all
2. SCL Notice of Placement (Draft 08/04/04)	community provider	referral; transfer	all
3. Standard Means Test (DMH 69)	community provider (financial staff)	referral	all
4. Notice of Privacy Practices Acknowledgement and Application for SCL Services (Draft 08/04/04)	community provider	referral	all
5. Medical Report Including Physician's Certification /Disability Evaluation (IM-60A)	physician	referral	clients not receiving SSI or SSDI
6. Authorization for Reimbursement of Interim Assistance (MO 650-5828N)	community provider	referral	clients not receiving SSI or SSDI
7. DA 124 A/B & C	physician	placement or transfer to Title XIX nursing home	clients referred to Title XIX n.h.
8. SCL Financial Change Request (Draft 08/04/04)	community provider	one-time or ongoing contract changes needed, change in income or benefits	all
9. Client Movement Report (Draft 08/04/04)	community provider	hospitalization; out of facility event; hospital discharge; transfer to new service provider, apartment or DMH region; close to facility or SCL; death	all
10. Incident and Investigation Tracking System – Report Form (DMH-9719 MO 650-8360)	Residential provider sometimes commun prov	complaint of abuse, neglect or misuse of funds/property; death	all